

C4. DEMILITARIZATION PROGRAM

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SECTION 2 - GENERAL PROCESSING

C4. DEMILITARIZATION PROGRAM

C4.1. DEMIL Challenge Program

C4.1.1. Assignment of DEMIL Codes

C4.1.1.1. The assignment of DEMIL codes to supply systems material is a primary responsibility of the Item Manager for that material. But it is the responsibility of the DEMIL Coordinators to scrutinize assigned DEMIL codes and to challenge those invalid or suspected to be in error.

C4.1.1.2. To assist DEMIL Coordinators in determining proper DEMIL codes, the DRMS DEMIL CD ROM is distributed to all facilities and used for prescreening. It combines information from DLIS FLIS and DEMIL Master Files providing comprehensive information in one source. DRMOs can search for DEMIL codes and correct stock numbers, etc., using various query capabilities. When a DRMO looks up a National Stock Number (NSN), if the DEMIL Integrity Code (DEMIL INTG) is a "1", this item was previously validated by the DEMIL Coding Management Office and does not need challenging. If the DEMIL Coordinator suspects it to be in error, a challenge may be input.

C4.1.1.2.1. Each DRMO should be on automatic distribution to receive at least one copy of the DRMS DEMIL CD ROM. DLIS maintains a current distribution list for each office. Refer any changes (e.g., address or distribution) to the DLIS Subscription Office (DSN) 661-4459, (FAX 661-4962).

C4.1.1.2.2. Non-DRMS activities having requirements for the DRMS DEMIL CD ROM should FAX requests directly to the DLIS Subscription Office (DSN) 661-4962.

C4.1.1.2.3. Notify the DLIS Subscription Office (DSN) 661-4459 (FAX 661-4962) of problems involving distribution or defective DEMIL CDs.

C4.1.1.2.4. Address comments/questions regarding the validity of DEMIL codes published in the DRMS DEMIL CD-ROM disc direct to DRMS-O. Edited 9 Jan 2007

C4.1.1.3. NSN Items

C4.1.1.3.1. Validate the DEMIL code in DAISY. DRMOs will not accept any items with an obsolete DEMIL code shown on the DTID. Obsolete DEMIL codes are H, J, K, L, M, N, and X. If the code on the DTID is different from the code in DAISY, annotate the DAISY DEMIL code on the DTID and process accordingly. If DEMIL codes are the same but obsolete, submit

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a DEMIL code challenge through DAISY and place the item(s) in the DEMIL code challenge area pending resolution of the challenge. For example, a pistol grip is received with a DEMIL code "J" on the DTID, research in DOD 4160.21-M-1 and determine the correct code is "B". Continue with the receipt process and if DAISY reflects a DEMIL code "B", annotate "B" on the DTID and continue to process. If DAISY reflects other than DEMIL code "B", submit a DEMIL code challenge. If the DEMIL codes are the same for other than the obsolete codes and the DAISY/DTID code is acceptable, continue to process the item. If the DEMIL code is questionable, submit a DAISY challenge. Property challenged upon receipt should be stored in the DEMIL code challenge area. A DAISY DEMIL Code Change Notice is generated at the end of the challenge process. Edited 9 Jan 2007

C4.1.1.3.1.1 If verification, as described above, is not completed upon receipt for items currently on record, perform the following process prior to initiating any disposal action.

C4.1.1.3.1.1.1 Access DAISY NSN Characteristics and check DEMIL code. Go into "Inquiries" at the main menu, then to "DRMO Tables, Part 1." Select number 17 on the menu, "NSN Characteristics." Check DEMIL code and DEMIL challenge code by entering NIIN in the NIIN field, then press F3 to find.

C4.1.1.3.1.1.2 If DEMIL code in DAISY has been changed, process a "Duplicate DTID Restart." Perform by doing two DTID restarts. In the first DTID restart, change NSN to a LSN. In the second DTID restart, change LSN back to a NSN. This process pulls any/all updated NSN characteristics. Items may then be processed for disposal (i.e., R/T/D/S).

C4.1.1.3.1.1.3 If NSN characteristics still reflect an obsolete code and there is no code in the Challenge field, submit a DEMIL code challenge. If a code appears in the challenge field and code is acceptable, wait for DEMIL Code Change Notice before processing further. In lieu of physically relocating property being challenged (to a non-DEMIL required code) to the DEMIL code challenge area, tag it in place with the words, "**UNDERGOING DEMIL CHALLENGE.**" The tag should be a different color than the screening tags and noticeable when viewing the item. Items under challenge going to a DEMIL required code still need to be physically moved to DEMIL code challenge area. A DAISY DEMIL Code Change Notice will indicate the challenge is resolved.

C4.1.1.3.1.1.4 If DEMIL codes are the same and assigned DEMIL code is acceptable, process property accordingly. If not, submit a challenge through DAISY and relocate/tag the property undergoing DEMIL challenge.

C4.1.1.3.1.1.5 As a result of DEMIL Change Notices, DEMIL coordinators shall attempt to retrieve property from RTD customers not permitted to have DEMIL required property. DEMIL Coordinators shall attempt to retrieve property from sales customers based on authority granted by the SCO or other proper authority. Documentation for the property accountability files must include specific the DEMIL change notice which initiated the retrieval

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actions, name of person making contact, name of customer, telephone number, addresses (for letters sent), date contacted, any messages left, and corresponding results.

C4.1.1.4. LSN Items

C4.1.1.4.1. DEMIL codes assigned to LSNs are not verified through DAISY. Accordingly, receipt of LSN items require special review to insure validity of DEMIL code. Coordination with generating activity is essential to resolve questionable DEMIL codes. In the event that resolution is NOT affected, elevate the problem to DRMS-O for resolution.

C4.1.1.5. DEMIL Coordinators will pull DEMIL Code Change Notices out of DAISY Access Reports on a daily basis and take action consistent with the nature of the change. Additionally, if the challenge result is the property requires DEMIL, insure DTID in DAISY is relocated and property is moved to the DEMIL required area or marked appropriately. Also, if desired, mark or stamp the DTID “*DEMIL REQUIRED.*” DEMIL Coordinators will also attempt to retrieve property from customers that are not permitted to have DEMIL required property. DEMIL Coordinators will annotate the DEMIL change notice with the action taken to recover the property. Annotation will include: name of person making contact, name of customer, date contacted or left message, telephone number, address (if sending letter), and result.

C4.1.1.6. Processing Challenges in DAISY

C4.1.1.6.1. DRMO users should initially review Corporate DAISY to query NIINs in DEMIL Challenge to determine if a challenge has been initiated. If one exists, another challenge is not necessary unless the DEMIL challenge code and justification is disputed, as it will be entered at DRMO level. If not, a challenge may be initiated. Challenges must be submitted with proper and complete justification. Those challenges not in accordance with this requirement will be returned to the DRMO. Identification of rationale for the challenge facilitates processing. Should mechanized descriptive data not be available, it is still critical this input be provided to minimize DRMS research. The description process is NOT intended to be time intensive. Information such as end item application will facilitate DRMS review process.

C4.1.1.6.2. DRMO Processing Upon Receipt

C4.1.1.6.2.1 On XR1 or XR3 receipt screens a DEMIL challenge can be processed by entering current DEMIL code and challenge code to the CHLG field.

NOTE: When the DEMIL code is blank or 'X', DAISY forces an entry of a DEMIL challenge. Use DEMIL code entered for the receipt as the challenge code and the blank or 'X' is perpetuated in the first position of the CHLG field on the receipt screen.

C4.1.1.6.2.2 Once receipt data is completed and F9 is pressed to add the record, the Initiate DEMIL Challenge Screen appears. The FSC/NIIN, Noun Name, DEMIL Code

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(recorded) and Proposed DEMIL Code Fields are filled in from the receipt screen. Enter DEMIL code of property from DD Form 1348-1A. Cursor will move to the justification field.

C4.1.1.6.2.3 At DEMIL Challenge Justification block, enter rationale for changing DEMIL code and applicable references including appendices, category, and paragraph from DEMIL instruction. Include other information or research to justify the proposed code. The justification block is a 'clear text' field and capable of handling as much information as needed to justify the proposed code.

C4.1.1.6.2.4 After all entries are made and justification is completed, press F9 to add. The message "*DEMIL Challenge Initiated for NIIN*" appears and the NIIN being challenged displays. DEMIL challenges previously input cannot be viewed or updated once F9 is pressed to add/update. Press Return to clear message and the screen will be refreshed for entry of next receipt.

C4.1.1.6.3. DRMO Processing Stand-Alone

C4.1.1.6.3.1 Select number 1, "*Warehousing*" on Main Menu.

C4.1.1.6.3.2 Select 5, "*Special Functions*," on Warehousing Menu.

C4.1.1.6.3.3 Select 6, "*Initiate DEMIL Challenge*" on Special Functions Menu.

C4.1.1.6.3.4 On "*Initiate DEMIL Code Challenge*" (Stand-Alone) screen, input NIIN to be challenged and press F3 to find.

C4.1.1.6.3.5 FSC and Noun Name will fill in from characteristics. (If a noun is not presented, cursor will reside on the Noun Name field and a noun name will need to be entered. Press Enter to move cursor to Property DEMIL Code field.)

C4.1.1.6.3.6 If property has a DEMIL code, enter DEMIL code of property and cursor will move to the Proposed DEMIL Code field, otherwise leave Property DEMIL Code field blank and press Enter to move cursor to the Proposed DEMIL Code field, the DEMIL Code (recorded) field will be filled in from characteristics.

C4.1.1.6.3.7 Enter proposed DEMIL code for NIIN being challenged. Cursor will move to Justification field.

C4.1.1.6.3.8 At DEMIL Challenge Justification block enter rationale for changing the DEMIL code and references that apply, including appendices, category and paragraph. Include other information or research to justify proposed code.

C4.1.1.6.3.9 After all entries are made and justification is complete press F9 to add. Message "*DEMIL Challenge Initiated for NIIN . . .*" and the NIIN being challenged is

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displayed. Press return to clear the message and the screen will be refreshed for the next challenge. The justification block is a 'clear text' field and is capable of handling as much information as needed to justify the proposed code. Continue to input, then press F9 to add/update. DEMIL challenges cannot be viewed or updated input once F9 is pressed to add/update.

C4.1.1.6.3.10 After all the DEMIL Challenges are completed on the Stand-Alone screen, press F1 to exit.

C4.1.1.6.4. Actions Resulting from Challenges

C4.1.1.6.4.1 Upon receipt of challenges, the Coding Office researches item/material involved for accuracy of descriptive/identifying data, duplication (i.e., the same item/material may already be undergoing challenge) and identification of the responsible Item Manager. The Coding Office also consolidates and forwards recommended challenge code changes to the responsible Item Manager for confirmation.

C4.1.1.6.4.2 Identification of Challenged Items

C4.1.1.6.4.2.1 The Coding Office will identify challenged items at the time challenges are submitted to Item Managers.

C4.1.1.6.4.2.2 The Inventory On-Hand Status at End of Month listing identifies items in the DRMO's inventories that are in suspended processing. Such items are identified on this listing by a pound sign (#). At receipt, a challenged item is identified by a two-character code in the *CHAL* part of the *DEML CHAL PERF* block on the receipt. The first character represents the current DEMIL code and the second character represents the code to which the item is being challenged.

C4.1.1.6.4.3 Disposal Processing Restriction. Restricts challenged items pending resolution action by DRMS.

C4.1.1.6.4.4 Screening and Hold Actions. Normal screening and hold actions may continue on challenged items until they reach record status code "A" (merchandising cycle) or "W" (hold for DEMIL).

C4.1.1.6.4.5 DEMIL Code Change

C4.1.1.6.4.5.1 *Approved.* DRMOs are notified daily of changes in their DAISY Access Report Menu titled "*DEMIL Code Change Notice.*" A DEMIL Code Change Notice is produced whenever a change to the DEMIL Code is made.

C4.1.1.6.4.5.2 *Denied.* DRMOs are notified daily of changes in their DAISY Access Report Menu titled "*DEMIL Challenge Denial Notice.*" This notice is generated only at

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the initiating DRMO. If the Item Manager subsequently denies the challenge, the Coding Office initiates action to remove the challenged DEMIL code from the accounting system. If the DEMIL Code has been changed in the system for processing, the Coding Office initiates a change to the system to revert the DEMIL Code to its original code. Notification of this action is sent by a DEMIL Code Change Notice.

C4.1.1.6.4.5.3 DRMO Challenge Reports in the System. Reports are generated daily and need to be collected and passed to the DRMO DEMIL Coordinator (DC) for action.

C4.1.1.6.4.5.3.1 At Main Menu Select 5, “*DRMO Reports.*”

C4.1.1.6.4.5.3.2 In “DRMO Reports” select “***Current, Narrow*** and ***Warehousing.***”

C4.1.1.6.4.5.3.3 Reports are generated as a result of DEMIL challenges. It is imperative that the following reports be collected, reviewed and processed on a DAILY basis:

C4.1.1.6.4.5.3.3.1 ***DEMIL Challenge Change Notice*** - Notifies the initiating DRMO of challenges submitted that were approved and the new code, in NIIN sequence.

C4.1.1.6.4.5.3.3.2 ***DEMIL Code Change Notice*** - Notifies DRMOs of challenges submitted that were approved and all DTID or scrap records affected, in NIIN and DTID sequence, including any NIINs affected without an associated DTID record.

NOTE: In-line changes (updates the NSN Characteristics File, accountable records and writes event history) will be automatically posted to all items on DRMS inventory at the time the change notice is generated.

C4.1.1.6.4.5.3.3.3 ***OSB DEMIL Code Change Notice*** - Notifies DRMOs by PLR suffix (other than) of challenges submitted that were approved and all DTID or scrap records affected, in NIIN and DTID sequence.

C4.1.1.6.4.5.3.3.4 ***DEMIL Challenge Denial Notice*** - Notifies the initiating DRMO of challenges submitted that were denied.

C4.1.1.6.4.5.3.3.5 ***DTID Freeze Notice*** - Notifies DRMOs of items on inventory with DEMIL codes A, B, or Q being challenged to a DEMIL required code. A corporate NSN freeze (Freeze Code “X”) is placed on items worldwide. Frozen items on inventory go to “MSC Q” with “Available Quantity of zero”, which makes the inventory **out of balance**. This requires a DTID restart to be performed to return to a normal processing cycle.

C4.1.1.6.4.5.3.3.6 ***NSN Freeze Release Notice*** - Notifies DRMOs of items when the corporate NSN freeze has been cancelled. The cancellation is generated upon

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DRMS's decision to **approve** or **deny** the challenge. Once the freeze has been lifted, a DTID restart is required to correct the **out of balance condition**.

C4.1.1.6.4.5.3.3.7 **NSN Overridden Freeze Notice** - Notifies DRMOs of items frozen, then released, that DEMIL freeze is now in affect. Items released are re-frozen due to a DEMIL challenge.

C4.1.1.6.4.5.3.3.8 **DEMIL Code Changes Due to Changes In FLIS** - Notifies DRMOs when an Item Manager makes a change to the FLIS. In-line changes are automatically posted to all items on DRMS accountable records.

NOTE: The above are also applicable to RCP. DRMOs are to continue following procedures for recordkeeping outlined in Section 2, Chapter 2, Property Accounting.

C4.1.1.6.4.5.4 Viewing DEMIL Challenges at Corporate DAISY.

NOTE: DRMO users should initially review Corporate DAISY to query NIINs in DEMIL Challenge to determine whether a challenge was previously initiated. If one already exists, another challenge is not necessary unless the DEMIL challenge code and justification is disputed. If so, enter at the DRMO level. If not, a challenge may be initiated.

C4.1.1.6.4.5.4.1 Sign on to Corporate DAISY using Telnet options in DAISY (A login is required to enter the DRMS DAISY system.)

C4.1.1.6.4.5.4.2 Once connection is made, select "*Warehousing*" option.

C4.1.1.6.4.5.4.3 In Warehousing Menu, select "*DEMIL Challenge*."

C4.1.1.6.4.5.4.4 Type NIIN of the NSN to be reviewed and press F3 to find (or type in DRMO RIC or PLR, if status information is needed for DEMIL challenges.)

C4.1.1.6.4.5.4.5 If the NIIN has not been challenged, the message '*No Records Found*' will appear. Press F13 to clear to find another NIIN or F1 to exit.

C4.1.1.6.4.5.4.6 If NIIN was challenged the record(s) appear on the screen. To view information pertaining to the NIIN, press F2 for Next Form. View capability only, is available. No updates are allowed.

C4.1.1.6.4.5.4.7 To view actual status of challenged NIINs, there are six screens (forms) to view. These screens depict the following general information:

C4.1.1.6.4.5.4.7.1 Characteristic data

C4.1.1.6.4.5.4.7.2 Management data

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- C4.1.1.6.4.5.4.7.3 DRMS' recommendation and justification
- C4.1.1.6.4.5.4.7.4 DRMS' decision
- C4.1.1.6.4.5.4.7.5 Item Manager notification
- C4.1.1.6.4.5.4.7.6 DAISY overlay

C4.1.1.6.4.5.4.8 The challenge Status code changes as NIIN updates occur. To determine what the DEMIL Code is changing to by viewing the first screen only, look at the Status code. If the status is "C" with no Item Manager DEMIL code, then the DEMIL code will not change from the "Current DEMIL code", meaning the challenge was denied. If the status is "C" with an Item Manager DEMIL code, then the DEMIL code will be the Item Manager's DEMIL code. If the status is "D" with no "Recommended Code" then the code will be the "Proposed DEMIL Code". If the status is "D" with a Recommended DEMIL Code, then the code will be the "Recommended DEMIL Code". Items in "D" status mean that DRMS made a decision and the DAISY overlay occurred while awaiting the IM's decision.

C4.1.1.6.4.5.4.8.1 The first screen (form) reflects various DEMIL codes and general information pertaining to the NIIN. The Current DEMIL Code reflects the FLIS code (after DRMO initiates the challenge, the code changes from the DRMO's NSN characteristic DEMIL code to the FLIS DEMIL code during the evening batch to CORP); the Property DEMIL Code reflects the DTID DEMIL Code; the Proposed DEMIL Code reflects the initiating DRMO DEMIL Code; the Recommended DEMIL Code reflects that DRMS agrees that a change is necessary, but does not agree with the proposed code. This code will be the DRMS DAISY overlay code. At the receipt of the initial challenge, the challenge status code will be "I".

C4.1.1.6.4.5.4.8.2 The second screen (form) indicates the NIIN's Characteristics Data was received. Once this occurs, the Challenge status Code will be "J" or "M".

C4.1.1.6.4.5.4.8.3 The third screen (form) indicates that the NIIN's Management Data was received. When this occurs, the Challenge Status Code will be "F".

C4.1.1.6.4.5.4.8.4 The fourth screen (form) is the reviewer's input depicting DRMS' initial recommendation to approve, change or deny the proposed DEMIL code. When this occurs, the Challenge Status Code will be "R".

C4.1.1.6.4.5.4.8.5 The fifth screen (form) is the approver's input depicting DRMS' final decision to approve or deny the challenge. When this occurs, the Challenge Status Code will be "C" or "D". If the code is "D", the DAISY overlay occurs with the new DEMIL Code.

C4.1.1.6.4.5.4.8.6 The sixth screen (form) identifies the Item Manager Notification and DAISY overlay dates.

C4.1.1.6.4.5.4.9 Once all data is reviewed, press F2 to return to the initial challenge screen or press F1 to go back to the previous screen. If more than one challenge

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was submitted on the same NIIN from different DRMOs, press F4 to go to the next record of the challenged NIIN. Once all NIINs and data are reviewed, continue to press F1 to exit until returning to the DRMO DAISY menu.

C4.2. DEMIL Code “F”

C4.2.1. Instructions for Use of DEMIL code “F”

C4.2.1.1. Generating activities are responsible to provide the DRMO with DEMIL instructions at the time of turn-in.

C4.2.1.2. DRMOs may need to contact Item Managers to ask questions about demilitarization procedures or to obtain instructions for property assigned DEMIL code “F”. The following process may be used to identify Item Managers.

C4.2.1.2.1. Log onto “*LOGRUN*” or “*FEDLOG*” and go to the Management Data Screen for the NIIN.

C4.2.1.2.2. The MOE (Branch of Service), the SOS (Source of Supply), and the USC (either an I-Initiator or L-Lead).

C4.2.1.2.3. Go to DOD 4100.39-M, Volume X, Federal Logistics Information System (FLIS) procedures manual. This information may also be found in Appendix C to the DRMS ABC’s of DEMIL textbook, Table 103 (Source of Supply Codes).

C4.2.1.2.3.1 First, look up the table to determine the branch of service.

C4.2.1.2.3.2 Second (under that branch of service) look for the SOS.

C4.2.1.2.3.3 The last step is to log onto the DOD Demilitarization and Trade Security Controls website at <http://www.demil.osd.mil/>. As this site is password restricted, a login and password request should be submitted first. Choose the appropriate branch of service and find the SOS. Identification of DEMIL coordinators is provided. The coordinators can assist in identifying the Item Manager.

C4.2.1.3. A searchable DEMIL “F” database may be accessed at <http://aeaps.ria.army.mil>. The database is contained on a secure server and requires assignment of a login and password prior to access. The site is also public key infrastructure (PKI) compliant. The database allows users to log in to the website, type in either a NIIN or key word and pull up FLIS data for those items assigned DEMIL “F”. If instructions are input to the database, the user may read and print them. If instructions are unavailable, the user can click a hyperlink and obtain the name and telephone number of the Item Manager.

C4.2.1.4. In order to prevent unauthorized release of hazardous contaminants, make

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every effort to identify and remove all hazardous components prior to accomplishing DEMIL. Dispose of hazardous components according to guidance in reference. Chemical Defense Equipment kits assigned DEMIL “F” are an exception to this policy (see Section 3, Special Processing or Section 2, Chapter 8, Environmental Program).

C4.3. DEMIL Code “G” -- AEDA Inert Certification

C4.3.1. Guidance for (AEDA) Inert Certifications Edited 8 Jan 2007

C4.3.1.1. The generating activity shall dispose of **Ammunition, Explosives, and Dangerous Articles** (AEDA), AEDA residue, Range Residue, and ECP in accordance with 40 CFR 266, Military Munitions Rule (MMR). Range residue shall be processed in accordance with **DEMIL Program Management Bulletin 99-005**
https://www.drms.dla.mil/drms/internal/demil/99-005_plus.pdf Edited 8 Jan 2007

C4.3.1.2. DOD 4160.21-M, Chapter 4, provides guidance for AEDA Inert Certifications. This reference defines when AEDA inert certifications are required. Levies a two-person signature inspection and certification process, and states how the certification is configured. The certification reads:

Figure 1 - AEDA Inert Certification Statement

“This certifies that the AEDA residue, range residue, and/or explosive contaminated property listed has been 100 percent properly inspected by us and to the best of our knowledge and belief, are inert and/or free of explosives or other dangerous materials.”

C4.3.1.2.1. The first signature (certifier) may be either qualified DOD personnel or contractor personnel. The second signature (verifier) must be a technically qualified DOD person, as well as a United States citizen.

C4.3.1.2.2. The certification and verification signatures must be directly above the typed or clearly stamped or legibly printed full name, rank/rate, complete organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection. Each generating activity shall ensure that its servicing DRMO has a current list of the personnel, along with their sample signatures, who are qualified and authorized to inspect, certify and verify AEDA residue, range residue and explosives-contaminated property.

C4.4. DEMIL Certification

C4.4.1. DEMIL Certification Procedures

C4.4.1.1. A certificate, substantially as quoted below, will be signed and dated by a technically qualified Government representative who actually witnesses the demilitarization of the material, whether performed by Government or contractor personnel. In cases where

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witnessing of demilitarization would unnecessarily subject the witness to hazardous conditions or when the demilitarized material can be laid out to clearly display the residue from each item demilitarized, demilitarization may be certified through inspection of the residue. In cases where multiple visits may be necessary, procedures must be established to insure the residue presented for certification has not been presented previously and cannot be presented again later. This can be accomplished by marking and storage with a final piece count, etc. This certificate must be countersigned and dated by a technically qualified U.S. Government representative (American citizen), designated by the responsible commander who actually witnessed the demilitarization of the material or inspected the residue as provided above. The certificate will be executed for all items demilitarized and will read as follows:

Figure 2 - DEMIL Certification Statement

"I certify that the item(s) listed hereon has been demilitarized in accordance with DOD 4160.21-M-1, Defense Demilitarization Manual, Appendix 4, Category _____, Paragraph _____, and/or the following applicable regulation _____."

C4.4.1.2. Certification must be accomplished for all material requiring DEMIL regardless of whether it occurs before or after acceptance of accountability by DRMOs. If generator DEMIL is performed and the result is scrap residue, no certification is required upon turn-in. If generator DEMIL results in the turn-in of usable components, the generator is required to provide the DEMIL certificate. Certification by the DRMO requires the signatures of both a DEMIL certifier and verifier, each of whom must have been appointed in writing by the DRMO Chief and are technically qualified to perform this function. The appointment of DEMIL certifiers/verifiers requires sample signatures for quality control checks of DEMIL certificates. Additionally, by virtue of an approved waiver, trained contract labor, such as ISSOT employees, may perform the duties of DEMIL certification. Under no circumstances may contract labor employees perform DEMIL verification duties. Contract labor must receive DEMIL training, preferably the DTC ABCs of DEMIL or comprehensive DRMO provided on-the-job DEMIL training as a precursor to performing DEMIL certification. Due to the specialized training requirement and the investment of DRMS resources needed to provide it, discretion should be exercised in appointing contract labor as DEMIL certifiers. Generally, it is not considered appropriate for contract labor at the DRMO to serve as certifiers on a short-term basis. Each situation must be assessed to affirm that the appointment of contract labor to certify DEMIL is in the best interests of the Government.

C4.4.1.2.1. DEMIL Certifier - A technically qualified Government representative (U.S. or foreign) who actually performed or supervised the required DEMIL.

C4.4.1.2.2. DEMIL Verifier - A technically qualified Government representative (American citizen only) who actually witnessed the DEMIL or inspected the residue and who has the expertise to determine adequacy of the DEMIL. The individual who countersigns should be, at least, in the next higher management level to the initial certifying individual.

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C4.4.1.3. Required certification of completed DEMIL may be accomplished as described below:

C4.4.1.3.1. Accomplish DEMIL certification on the systems generated certificate, DTID, DRMS Form 145, DRMS Form 1427 or DLA Form 1367, whichever is most appropriate.

C4.4.1.3.2. Normally, DEMIL certification is accomplished as soon as the required DEMIL is complete; however, certification must be accomplished within 48 hours of DEMIL completion.

C4.5. DEMIL Training

C4.5.1. Training Needed for Coordinators, Certifiers and Verifiers

Employees that are managers (have the authority to influence the outcome) or responsible for the DEMIL Coordinators, Certifiers, Verifiers, are Sales Contracting Officers or are responsible for management and oversight of the DEMIL Program will have:

C4.5.1.1. Initial -- ABCs of DEMIL classroom training every other year.

C4.5.1.2. Refresher - ABCs of DEMIL computer based training every year.

C4.6. Inventory Management

C4.6.1. Inventory Management and Control Reporting

C4.6.1.1. Review, at least monthly, all systems output management products relating to MLI items for inventory management and control. Refer to Section 2, Chapter 2, Property Accounting for additional information on systems output management products and their uses.

C4.6.1.1.1. The RESI I report (items to be demilitarized over 35 days since ESD) is generated weekly in DRMO Reports. The DEMIL Coordinator will take action to correct any items on the RESI I report and inform the DRMO Chief of actions taken.

C4.6.1.1.2. Property in record status code (RCS) "W" (DEMIL item pending disposition - screening completed) should be reviewed by using the Consolidated Inquiry.

C4.7. Disposition of Munitions List Items Requiring DEMIL

C4.7.1. Reviewing Items for DEMIL

C4.7.1.1. The DEMIL Coordinator will review DAISY Items Requiring DEMIL listing/DEMIL cards and material in DEMIL area. Identify DEMIL requirements for all items in record status "W" (see DOD 4160.21-M-1, Appendix 4). If required, obtain/review Military

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Service publications and technical instructions and/or contact the DEMIL Center or DRMS-O. Insure written approval is obtained from DRMS-BCD for DEMIL of small arms (see Chapter 3, paragraph N). This applies to DRMS DEMIL Centers only. DEMIL Coordinators will determine the best method of DEMIL. (See also Small Arms Serialization, C.4.17. this chapter.)

C4.7.2. DEMIL Center

C4.7.2.1. The DEMIL Coordinator (DC) will:

C4.7.2.1.1. Schedule DEMIL performance.

C4.7.2.1.2. Obtain and reconcile DAISY DEMIL cards.

C4.7.2.1.3. Inspect material and identify any safety considerations, such as pressure cylinders/chambers, springs, explosive devices, etc.

C4.7.2.1.4. Review DTID to insure the inert certification is contained on or attached to the DTID or that the DTID is annotated "inert certification on file" (see DOD 4160.21-M-1, Chapter 2, paragraph D).

C4.7.2.1.5. Select and pre-position safety, personal protective equipment, and performance equipment.

C4.7.2.1.6. Direct movement of MLI to DEMIL performance area.

C4.7.2.1.7. Review written local DEMIL procedures with personnel selected to perform DEMIL. Instruct personnel on required performance (see DOD 4160.21-M-1) or specified military/agency directives, and on proper safety considerations. Provide DEMIL cards/DAISY Items Requiring DEMIL listing and copies of DTIDs.

C4.7.2.1.8. Monitor DEMIL performance.

C4.7.2.1.9. Upon completion of the DEMIL performance, annotate DEMIL cards as follows:

C4.7.2.1.9.1 New scrap code

C4.7.2.1.9.2 Residue weight

C4.7.2.1.9.3 If item retains identity for sales (key point DEMIL) or for donation purposes after DEMIL, see Section 2, Chapter 2, Property Accounting.

C4.7.2.1.9.4 New location code

C4.7.2.1.10. Annotate DEMIL performance on "DAISY Items Requiring DEMIL listing".

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C4.7.2.1.11. Coordinate movement of residue as follows:

C4.7.2.1.11.1 MLI and non-MLI scrap residue to scrap yard.

C4.7.2.1.11.2 MLI usable residue to sales area or store in site location designated for mutilation, if further mutilation is required.

C4.7.2.1.12. Insure any DEMIL required property not demilitarized during the workday is returned to a suitable storage area.

C4.7.2.1.13. Forward annotated DEMIL cards and completed DEMIL certification with all backup documentation to the Accountable Records Area.

C4.7.2.2. The DEMIL Certifier will perform DEMIL (see DOD 4160.21-M-1, Appendices 4 and 7, or special instructions for items not listed.) Will certify quantity demilitarized and sign DEMIL card.

C4.7.2.3. The DEMIL Verifier will verify quantity to be demilitarized. Witness or inspect residue from DEMIL performance (as directed by DEMIL coordinator). Will verify quantity demilitarized and countersign DEMIL card.

C4.7.3. Generator, Host or Military Support Activity

C4.7.3.1. The DEMIL Coordinator (DC) will:

C4.7.3.1.1. Verify capability and determine if the activity can perform DEMIL. Ensure a Memorandum of Understanding (MOU) or Interservice Support Agreement (ISSA) is in place. Ensure that the following items are included in the agreement:

C4.7.3.1.1.1 Description and cost of reimbursement, performance requirements (include method and degree of DEMIL for all items, period of performance, cost of operation and DEMIL site.)

C4.7.3.1.1.2 Obtain names (with authorized signatures) of DEMIL certifier/verifier from service provider.

C4.7.3.1.2. Verify availability of funds.

C4.7.3.1.3. Complete block 9 of DLA Form 1365, Service Order and forward original and one copy to activity designated to perform DEMIL for formal acceptance.

C4.7.3.1.4. Receive acceptance of service order from activity designated to perform DEMIL and forward acceptance copy to DRMS.

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C4.7.3.1.5. Make visit to activity performing DEMIL and discuss importance of proper performance; i.e., method and degree, DEMIL certificates with those appointed as certifier/verifier, safety and security precautions.

C4.7.3.1.6. Transfer MLI to be demilitarized to the activity designated to perform DEMIL.

C4.7.3.1.7. Verify quantity to be demilitarized with activity designee(s). As a minimum, involve the DEMIL verifier.

C4.7.3.1.8. Insure inert certification has been obtained.

C4.7.3.1.9. Monitor DEMIL performance periodically.

C4.7.3.1.10. Obtain completed DEMIL certificate (verified/certified by activity performing DEMIL).

C4.7.3.1.11. Annotate DEMIL cards for items downgraded to scrap.

C4.7.3.1.12. Annotate DEMIL performance on DAISY Items Requiring DEMIL listing.

C4.7.3.1.13. Receive residue and coordinate disposition as follows:

C4.7.3.1.13.1 Non-MLI and MLI residue to scrap yard.

C4.7.3.1.13.2 MLI usable residue to sales area or store in site location designated for mutilation if further mutilation is required.

C4.7.3.1.14. Forward annotated documentation and completed DEMIL cards to the accountable records area.

C4.7.3.2. Prepare DLA Form 1365, Service Order or other locally authorized form. Incorporate performance requirements into block 5 of DLA Form 1365, Service Order. Request DLA Form 1365, Service Order approval from Forward Support Team Resource Office and fax DLA Form 1365 to DRMS to commit funds. Receive approved DLA Form 1365, Service Order from DRMS resource manager. Complete block 9 of the DLA Form 1365, Service Order and forward to installation/servicing contracting officer.

C4.7.3.3. The DEMIL Certifier will perform DEMIL (see DOD 4160.21-M-1, Appendices 4 and 7, or special instructions for items not listed.) Will certify quantity demilitarized and sign DEMIL card.

C4.7.3.4. The DEMIL Verifier will verify quantity to be demilitarized. Witness or inspect residue from DEMIL performance (as directed by DEMIL coordinator). Will verify quantity

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demilitarized and countersign DEMIL card.

C4.7.4. Condition of Sale

C4.7.4.1. The DEMIL Coordinator (DC) will:

C4.7.4.1.1. Process referral according to Section 2, Chapter 6, Sales.

C4.7.4.1.2. Coordinate general/specific DEMIL instructions, terms and conditions input to sales referral. The terms and conditions must state the hours DEMIL can be performed and that no DEMIL can be performed unless the certifier and verifier are present.

C4.7.4.1.3. Coordinate all on-site/off-site DEMIL and prepare a supporting DEMIL Surveillance Plan with the method and degree of DEMIL to be performed. Forward a copy of the proposed DEMIL Surveillance Plan to DRMS-O for review and approval.

C4.7.4.1.4. Receive approved DEMIL Surveillance Plan.

C4.7.4.1.5. Review repro copy of IFB; verify all DEMIL requirements, and provide appropriate comments.

C4.7.4.1.6. Receive IFB.

C4.7.4.1.7. Identify the work site for purchasers DEMIL.

C4.7.4.1.8. Brief purchaser on DEMIL requirements.

C4.7.4.1.9. Establish a schedule for performance of DEMIL.

C4.7.4.1.10. Provide Letter of Appointment for DEMIL certifier/verifier.

C4.7.4.1.11. Brief DEMIL certifier and verifier on certification and verification process.

C4.7.4.1.12. Verify quantity to be demilitarized.

C4.7.4.1.13. Transfer material to work site, if required.

C4.7.4.1.14. Annotate DEMIL performance on DAISY Items Requiring DEMIL listing.

C4.7.4.1.15. Forward a copy of the DEMIL certificate to the Sales Contracting Officer.

C4.7.4.1.16. Forward original DEMIL certificate and any remaining documentation to accountable records area.

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C4.7.4.2. The DEMIL Certifier will perform DEMIL (see DOD 4160.21-M-1, Appendices 4 and 7, or special instructions for items not listed.) Will certify quantity demilitarized and sign DEMIL card.

C4.7.4.3. The DEMIL Verifier will verify quantity to be demilitarized. Witness or inspect residue from DEMIL performance (as directed by DEMIL coordinator). Will verify quantity demilitarized and countersign DEMIL card.

C4.7.5. Service Contract

C4.7.5.1. The DEMIL Coordinator will forward request to DRMS-O will coordinate with DRMS-BCD. Provide the following with the request:

C4.7.5.1.1. Proposed DEMIL Surveillance Plan.

C4.7.5.1.2. Pictures/illustrations of required DEMIL performance.

C4.7.5.1.3. Justification if deviating from normal activity performing DEMIL.

C4.7.5.1.4. Request for off-site DEMIL (if nature of the item requires a contractor's facility processing.)

C4.7.5.1.5. If the property is AEDA, a Military Service surveillance agreement and a stability inspection report, i.e., report by generating activity indicating the condition and current stability of the explosive at the time of turn in is required.

C4.7.5.2. If approved the DEMIL Coordinator will:

C4.7.5.2.1. Provide requirement to installation/service contracting officer and obtain estimate for DEMIL performance.

C4.7.5.2.2. Determine if contract can be established and request verification of funds. Prepare DLA Form 1365, Service Order or other locally authorized form. Incorporate performance requirements into block 5 of DLA Form 1365, Service Order. Request DLA Form 1365, Service Order approval from FST Resource Office and fax DLA Form 1365 to DRMS to commit funds. Receive approved DLA Form 1365, Service Order from DRMS resource manager. Complete block 9 of the DLA Form 1365, Service Order and forward to installation/servicing contracting officer.

C4.7.5.2.3. Prepare DLA Form 1365, Service Order or other local authorized form. Incorporate performance requirements into block 5 of DLA Form 1365, Service Order. Request DLA Form 1365, Service Order approval from Forward Support Team Resource Office and fax DLA Form 1365 to DRMS to commit funds. Receive approved DLA Form 1365, Service Order

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from DRMS resource manager. Complete block 9 of the DLA Form 1365, Service Order and forward to installation/servicing contracting officer.

C4.7.5.2.4. Appoint DEMIL certifier/verifier. Provide briefing on responsibilities and importance of proper DEMIL performance. Review DEMIL Surveillance Plan.

C4.7.5.2.5. Coordinate and schedule performance with contractor.

C4.7.5.2.6. Transfer material to site designated in contract.

C4.7.5.2.7. Review DEMIL requirements with contractor.

C4.7.5.2.8. Verify quantity to be demilitarized.

C4.7.5.2.9. Review safety considerations. Insure inertness.

C4.7.5.2.10. Monitor DEMIL performance periodically.

C4.7.5.2.11. Annotate DEMIL cards.

C4.7.5.2.12. Coordinate disposition of residue as follows:

C4.7.5.2.12.1 Scrap residue to scrap yard

C4.7.5.2.12.2 Usable residue to sales area

C4.7.5.2.13. Forward documentation with completed DEMIL certificates to the accountable records area.

C4.7.5.3. The DEMIL Certifier will witness DEMIL (see DOD 4160.21-M-1, Appendices 4 and 7, or special instructions for items not listed) and will certify adequacy of performance, quantity demilitarized, and sign DEMIL card.

C4.7.5.4. The DEMIL Verifier will witness DEMIL or inspect residue and verify adequacy of performance and quantity demilitarized. Will verify quantity demilitarized and countersign DEMIL card.

C4.7.6. Demanufacturing Contractor

C4.7.6.1. Refer to DRMS demanufacturing work instructions - obtain at the [DRMS Home Page](http://www.drms.dla.mil) (www.drms.dla.mil). Access by selecting "Internal," "Environmental," and "Demanufacturing."

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C4.8. Surveillance of Contractor Performing DEMIL

C4.8.1. Procedures To Check Contractor Compliance

C4.8.1.1. Upon appointment to perform surveillance of a contractor performing DEMIL, the certifier and verifier will receive a briefing from the DEMIL Coordinator, to become familiar with the terms and conditions of the contract and DEMIL methods authorized.

C4.8.1.2. Research items requiring DEMIL to determine and locate key points to be rendered ineffective. (Review DOD 4160.21-M-1, Service/Agency regulations and, if necessary, contact the generating activity and/or DRMS-O).

C4.8.1.3. If off-site:

C4.8.1.3.1. Review approved DEMIL Surveillance Plan.

C4.8.1.3.2. Prepare travel orders if DEMIL is to be performed outside commuting area. When travel orders are approved make necessary travel arrangements.

C4.8.1.4. Inventory all property requiring DEMIL. Brief the contractor regarding DEMIL requirements and methods. Insure that the contractor is aware of any safety and security requirements listed in the contract.

NOTE: If property was shipped in sealed conveyance, insure seals are still intact and seal numbers are the same.

C4.8.1.5. Insure that the contractor demilitarizes the property according to the terms and conditions of the contract.

C4.8.1.6. Provide periodic reports to DRMS-O and the SCO if a sales contract, to identify progress of DEMIL operations, any problems encountered, and changes in completion dates, etc.

C4.8.1.7. When the contractor completes the required DEMIL, finalize and sign the necessary DEMIL certificates and provide a copy to the contractor, if requested. Forward the original copy of all DEMIL certificates to the SCO, and original to accountable records area.

C4.8.1.8. Upon return from surveillance assignment, prepare and submit travel vouchers to the finance office. Prepare a trip report and attach appropriate DEMIL certificates and photos.

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C4.9. DEMIL Policy and Timing

C4.9.1. DRMO Determination of DEMIL and Methods

C4.9.1.1. DRMO Determination of DEMIL. Determine the most appropriate and economical means to properly DEMIL Munitions List Items (MLIs). It is imperative that DEMIL, including necessary controls and surveillance for the protection of national security, be accomplished in the most cost-effective manner consistent with safety and security requirements.

C4.9.1.2. DEMIL Methods. Accomplish DEMIL as soon as feasible after the End of Screening Date (ESD).

C4.9.1.2.1. *As a condition of sale.* Refer the material for sale within 30 days after the ESD. Referrals must include complete DEMIL instructions, e.g., method and degree, in the item description.

C4.9.1.2.2. *The DRMS DEMIL Center.* Feeder sites will refer material to be demilitarized at the DRMS DEMIL centers no later than 3 days following the ESD.

C4.9.1.2.3. *The generating activity, host or other military support activity.* When DEMIL is to be performed by the generator, host or other military support activity, complete all preliminary actions (negotiations, preparation/submission of DLA Form 1365, Service Order, release of material to generator, or designated Military Service for DEMIL, etc.) within 30 days following the ESD. Forward requests to DRMS-O with coordination with DEMIL office. To meet this requirement, specify on DLA Forms 1365 that the generating host or other military support activity will complete DEMIL within 30 days following receipt of the items.

C4.9.1.2.4. *A service contract.* Forward requests for accomplishment of DEMIL under a service contract to DRMS-O with coordination with DEMIL office. Provide justification with each request (i.e., rationale or circumstances involved) and a proposed surveillance plan.

C4.9.1.2.5. *Demanufacturing.* Refer to DRMS Demanufacturing contract work instructions (obtain at the [DRMS website](http://www.drms.dla.mil), (www.drms.dla.mil). Access by selecting “Internal,” “Scrap,” and “DEMAN” references).

C4.10. DEMIL and Mutilation as a Condition of Sale

C4.10.1. Procedures for Sale Condition.

C4.10.1.1. DRMOs will e-mail or fax requests for approval to DRMS-O to offer property proposed to be sold at a feeder site with DEMIL as a condition of sale or critical FSG/FSC item(s) and FSCAP items to be sold with mutilation as a condition of sale. Requests will include the NSN, nomenclature, quantity, DEMIL code, DEMIL, or mutilation instructions and where

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DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-O will coordinate with DRMS-BCD, the DRMS DEMIL center to determine the best method of DEMIL or mutilation performance.

C4.10.1.1.1. DEMIL By Sales Contracts. Include the following information in the sales referral when DEMIL is to be performed as a condition of sale.

C4.10.1.1.1.1 Noun name of item/material requiring DEMIL
C4.10.1.1.1.2 NSN, if applicable
C4.10.1.1.1.3 Manufacturer and manufacturer's part/drawing number(s), if available
C4.10.1.1.1.4 Serial number(s), if applicable/available
C4.10.1.1.1.5 Quantity (include estimated weight of residue expected to result from DEMIL)
C4.10.1.1.1.6 Unit of issue

C4.10.1.1.1.7 Method and degree of DEMIL required. The following prohibition will be included:

Figure 3 - Prohibition Statement for Tools Used for DEMIL

"The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize mutilation is forbidden."

C4.10.1.1.2. General/Special Instructions, Terms and Conditions. All appropriate general/special instructions, terms and conditions applicable to DEMIL as a condition of sale MUST BE contained in IFBs. IFBs should contain pictures/diagrams depicting where cuts are to be made for DEMIL purposes. Locations at which cuts are to be made should be marked, on the items/materials to be demilitarized, with a grease pencil or tape to serve as a guide to personnel performing DEMIL.

C4.10.1.1.3. Control/Surveillance. There must be appropriate controls and surveillance for the sales action.

C4.10.1.1.4. On-Site/Off-Site. DEMIL, except for combatant ships and conventional ammunition, will normally be performed on military installations unless otherwise authorized. For example, unless off-site DEMIL is insisted upon by the host government (overseas areas only), use on-site DEMIL.

C4.10.1.1.4.1 On-site: Proposed DEMIL surveillance plans for on-site demilitarization will be forwarded to DRMS-O (thru the Forward Support Team - Europe (FST-OS) or FST Ops - Pacific (FST-OA)) for approval and coordination with DRMS-WS, DES-Battle Creek Public Safety Division. On-site: Proposed DEMIL surveillance plans for on-site demilitarization will be forwarded to DRMS-O (thru the Forward Support Team (FST) Europe or

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Pacific) for approval and coordination with DRMS-DDS. OFF-SITE: Proposed off-site demilitarization surveillance plans will be forwarded to DRMS-O for review and approval and coordination with DRMS-DDS.

C4.10.1.1.4.2 Off-site: Proposed off-site demilitarization surveillance plans will be forwarded to DRMS-O for review and approval and coordination with DRMS-WS, DES-Battle Creek Public Safety Division.

C4.10.1.1.4.3 DRMS-OS Europe and DRMS-OA Pacific DEMIL coordinators are authorized to approve on-site DEMIL surveillance plans for specific commodities such as: fired brass and cartridge cases, aluminum cartridge cases with steel links, and tank track. Asia and Pacific FST DRMOs will forward copies of their surveillance plans for the commodities listed above to the DRMS-OA Asia area office, DEMIL coordinator for review and approval. DRMS-OS Europe DRMOs will forward copies of their surveillance plans for the commodities listed above to the DRMS-OS Europe DEMIL coordinator for review and approval. The coordinators will be responsible for insuring that the plans include all the security responsibilities and that they are reviewed for accuracy.

C4.10.1.1.5. Accomplishment of DEMIL requires that DRMO DEMIL Coordinators identify general/specific DEMIL instructions, terms and conditions input as a part of the sales referral. Requirements must be written in a clear, concise manner to insure that DEMIL requirements are clearly communicated to the bidder. These requirements should be accompanied with illustrations/pictures that depict specific cut marks, whenever possible. This is essential to insure that the bidder has a clear understanding of the DEMIL requirement and can take these requirements into consideration when submitting his/her bid; and certifier/verifier can match the DEMIL performance of the purchaser against the DEMIL requirements in the IFB sales terms and conditions. This information will be submitted by memorandum and signed by the DRMO Chief (see DEMIL as a Condition of Sale, C4.7.4., this chapter).

C4.10.1.1.6. In the event a DEMIL code changes from non-DEMIL to DEMIL required coding after an item has been sold and removed, the following actions will be taken:

C4.10.1.1.6.1 The purchaser will be notified of the change, advised of the prohibition to export DEMIL required property, and requested to return the property.

C4.10.1.1.6.2 Attempts will only be made to retrieve property that was removed within the past 90 days.

C4.10.1.1.6.3 The DLA TSCRO (DLA Trade Security Control Resident Office) will be provided courtesy copies of all correspondence pertaining to each case.

C4.10.1.1.6.4 If property is returned, appropriate DEMIL actions will be accomplished and any reimbursements or compensation agreements with the buyer will be finalized.

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C4.10.1.1.6.5 If not returned with the time agreed upon on a case-by-case basis, the DLA TSCRO will notify the Department of Customs and Commerce, who will follow through on any additional requirements. The DLA TSCRO will work with these organizations as appropriate.

C4.10.1.1.6.6 Documentation of unsuccessful attempts and DLA TSCRO notifications/acceptance of retrieval responsibility will be placed in the source document file.

C4.11. DEMIL and Mutilation by DEMIL Centers

C4.11.1. DEMIL Centers

C4.11.1.1. CONUS DEMIL centers are located at DRMOs Anniston, Crane, Texarkana, and Tucson. OCONUS DEMIL centers are located at DRMOs Kaiserslautern, Okinawa, Sagami, Bupyong, and Hawaii. DRMOs that feed property to the DEMIL centers for processing are designated as "Feeder Sites".

C4.11.1.2. Exceptions to centralized DEMIL. The following types of property will not be shipped to or processed by the DEMIL centers unless prior approval is received from the DEMIL centers and DRMS-O:

C4.11.1.2.1. All DEMIL required and critical/sensitive electronic equipment will be sent to the appropriate demanufacturing contractor. Any DEMIL required electronic item verified as not containing a hazardous component should be shipped to the appropriate DEMIL center. Those DRMOs that do not accumulate the minimum quantity of electronic equipment may consolidate their shipment with another DRMO or DEMIL center with prior approval by that DRMO or DEMIL center. Any questions regarding whether certain electronic property qualifies for the demanufacturing contract should be forwarded to DRMS-O. Edited 9 Jan 2006

C4.11.1.2.2. DEMIL precious metals bearing circuit cards via the precious metals recovery contract. These circuit cards will be accumulated separately from non-DEMIL required circuit cards and must remain on inventory until the return copy of the shipping document has been received from the contractor.

C4.11.1.2.3. Item(s) containing hazardous components.

C4.11.1.2.4. Property proposed to be sold at a feeder site with DEMIL as a condition of sale or critical FSG/FSC item(s) and FSCAP items to be sold with mutilation as a condition of sale. DRMOs will e-mail or fax requests for approval to DRMS-O. The request will include the NSN, nomenclature, quantity, DEMIL code or mutilation instructions and where DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-O will coordinate with the DEMIL center and the DEMIL office, DRMS-BCD, to determine the best method of DEMIL or

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mutilation performance - either by the DEMIL center or as a condition of sale in place at the feeder site DRMO.

C4.11.1.3. Processing Property to DEMIL Centers. DRMOs that are feeder sites to DEMIL centers will accomplish the following responsibilities for processing the categories of property:

C4.11.1.3.1. CATEGORY 1: DEMIL required items.

C4.11.1.3.1.1 Receipt Processing: The receipt will be processed onto their inventory. All items will be identified by a DTID attached to the item and by the barcode label with any required certifications (i.e., inert, radioactive, etc).

C4.11.1.3.1.2 Storage. DEMIL required items will be physically stored at the feeder site DRMO until the ESD.

C4.11.1.3.1.3 R/T/D Processing: All valid requests for issue will be processed by the DRMO.

C4.11.1.3.1.4 Prepare for Shipment. At ESD DEMIL required property will be prepared for shipment to the DEMIL center. DRMOs will ship DEMIL required property to the DEMIL center on at least a monthly basis, or sooner, if a full truck load is accumulated. DRMOs should coordinate a monthly shipping schedule with the DEMIL center so all DRMOs are not sending shipments on the same date.

C4.11.1.3.1.5 DRMS DEMIL property shall be shipped using covered conveyance except when the size of the property does not allow this. For all oversized property, material will be loaded on a flat bed trailer or flatrack container. Protective tarp service (PTS) will be requested for all DRMS DEMIL property shipped on a flat bed trailer or flatrack container. The DRMO will request this additional service with their request to TMO for transportation service. PTS should be indicated on the CBL as well as the documents turned over to TMO. Charges for this service will be included in the transportation charges, billed to the DRMS DEMIL fund cite. Questions or concerns should be directed to the DRMS Transportation office at e-mail address DRMS_Transportation_Issues."

C4.11.1.3.1.5.1 Items will be palletized, banded, shrink-wrapped or placed in tri-wall containers. Each pallet, box and tri-wall container will be assigned a container number. Location changes in DAISY must be completed within 24 hours. As an option, DRMOs can place a brightly colored self-adhesive placard/sticker on DEMIL required property for better and easier identification.

C4.11.1.3.1.5.2 A listing will be prepared of the contents of each container identifying each line item and quantity by container number. Employee(s) preparing the shipment will verify the items and quantity being shipped. Once verified, the employee will sign

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the listing stating all items in the container or on the pallet have been accounted for. All discrepancies will be corrected prior to shipment.

C4.11.1.3.1.5.3 Forward (by fax or e-mail) a copy of the verified listing to the DEMIL center. Include a copy of the listing with the shipment. Another copy will be placed in a packing slip and attached to each container or pallet.

C4.11.1.3.1.5.4 Arrange for shipment of the property through the servicing TMO using the current fiscal year fund cite. The DEMIL center will provide their shipping addresses to all feeder sites.

NOTE: DO NOT SHIP TO TRANSPORTATION OFFICER OR "CENTRAL RECEIVING."

C4.11.1.3.1.5.5 If shipping DEMIL required property in the same shipment, as non-DEMIL required FSCAP and non-DEMIL required critical FSGs/FSCs, each container or pallet must be identified as DEMIL required or non-DEMIL required.

C4.11.1.3.1.5.6 After the property has been shipped (no later than 1 day following the shipment), the feeder site will remove the items from their accountable record shipped to the DEMIL center.

C4.11.1.3.2. CATEGORY 2: Non-DEMIL required critical FSGs/FSCs requiring mutilation.

C4.11.1.3.2.1 Mutilation of the property will be performed at the DEMIL center or as a condition of sale at the feeder site.

C4.11.1.3.2.2 Receipt Processing. The feeder site will process the receipt of critical FSGs/FSCs onto their inventory.

C4.11.1.3.2.3 Storage and R/T/D Screening. These line items will be stored, screened, and issued as usual.

C4.11.1.3.2.4 Downgrade to Scrap. When this property is eligible for downgrade, the items will be downgraded to SCL MUT.

C4.11.1.3.2.5 Storage of SCL MUT. This specific scrap accumulation will be stored separately from other scrap accumulations.

C4.11.1.3.2.6 Prepare for Shipment. Once a truckload quantity is reached, close that SCL accumulation and arrange for shipment to the DEMIL center. For those sites that do not reach truckload quantities in a timely manner, arrange to ship whatever is generated monthly. The accumulation will be weighed and any adjustments to the weight will be input prior

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to shipment. Prepare a consolidated listing of all downgrades to that accumulation and attach the listing to the DTID.

C4.11.1.3.2.6.1 Provide the DEMIL center the DTID (XR2) showing the weight being shipped.

C4.11.1.3.2.6.2 Items requiring mutilation may be placed on the same shipment as DEMIL required items, but each container or pallet must be identified as DEMIL required or SCL MUT.

C4.11.1.3.2.6.3 The DEMIL center will weigh the property on receipt and notify the feeder site of the weight received.

C4.11.1.3.2.7 DAISY Transaction. This SCL MUT accumulation will be input into DAISY by the feeder site as a transfer/issue to another DRMO. The DEMIL center will process an XR2 transaction showing the weight of the SCL MUT received.

C4.11.1.3.3. CATEGORY 3: UNDOCUMENTED FSCAP.

C4.11.1.3.3.1 Undocumented FSCAP, DEMIL required. DEMIL these items either as a condition of sale or by the DEMIL center.

C4.11.1.3.3.1.1 Receipt Processing. Items turned in without historical or maintenance documents will be processed directly to sales status (to preclude those items going through screening). The receipts will be processed onto their inventory.

C4.11.1.3.3.1.2 Storage. Undocumented, DEMIL required FSCAP items will be stored in a DEMIL required storage area.

C4.11.1.3.3.1.3 R/T/D Processing. Undocumented, DEMIL required FSCAP items will not be processed for R/T/D.

C4.11.1.3.3.1.4 Prepare for Shipment. Undocumented, DEMIL required FSCAP items will be prepared for shipment and shipped to the DEMIL center following the instructions for CATEGORY 1, DEMIL Required Items. The feeder site will insure the container/pallet is marked to indicate the items are FSCAP, DEMIL required.

C4.11.1.3.3.2 Undocumented FSCAP, Non-DEMIL Required. These items will be mutilated either as a condition of sale or by the DEMIL center.

C4.11.1.3.3.2.1 Receipt Processing. Items that are turned in without historical or maintenance documents will be downgraded to SCL MFS. SCL MFS is a specific SCL and site code designated for FSCAP property requiring mutilation to be processed by the DEMIL center.

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C4.11.1.3.3.2.2 Storage. Undocumented, non-DEMIL required FSCAP items in a scrap accumulation will be stored separately from other scrap accumulations.

C4.11.1.3.3.2.3 Prepare for Shipment. Once a truckload quantity is reached, close that SCL accumulation and arrange for shipment to the DEMIL center. For those sites that do not reach truckload quantities in a timely manner, arrange to ship whatever is generated monthly. The accumulation will be weighed and any adjustments to the weight will be input prior to shipment.

C4.11.1.3.3.2.3.1 Provide the DEMIL center the DTID (XR2) showing the weight being shipped.

C4.11.1.3.3.2.3.2 Items requiring mutilation may be placed on the same shipment as DEMIL required items, but each container or pallet must be identified as DEMIL required or SCL MFS.

C4.11.1.3.3.2.3.3 The DEMIL center will weigh the property on receipt and notify the feeder site of the weight received.

C4.11.1.3.3.2.4 DAISY Transaction. This SCL MFS accumulation will be input into DAISY by the feeder site as a transfer/issue to another DRMO. The DEMIL center will process an XR2 transaction showing the weight of the SCL MFS received.

C4.11.1.4. Further instructions are provided below:

C4.11.1.4.1. DEMIL "F" items, critical FSGs/FSCs, and FSCAP items generated at Recycling Control Point (RCP) sites will be turned in to the co-located/servicing DRMO to insure that the excepted items identified are not shipped to the DEMIL center.

C4.11.1.4.2. DRMOs are reminded to insure items are challenged upon receipt (or whenever a DEMIL code is suspected to be in error.) Feeder sites are not to ship items that are undergoing a DEMIL challenge until the challenge is resolved.

C4.11.1.4.3. Instructions for DEMIL "F" property must be forwarded with the property.

C4.11.1.4.4. DEMIL "E" items that do not require DEMIL in CONUS will not be shipped to the DEMIL center unless the item is a critical FSG/FSC requiring mutilation.

C4.11.1.4.5. Feeder sites will forward copies of current letters of personnel authorized to certify and verify AEDA inert certificates to the DEMIL center. Insure that the generator letters with sample signatures are kept current. Two signatures are required in accordance with DOD 4160.21-M, Chapter 4.

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C4.11.1.4.6. Any direct shipments to the DEMIL center from a generator must be coordinated with the DEMIL center prior to shipment.

C4.11.1.4.7. Generator requests for the turn-in and disposal of weapons will be coordinated with DRMS-O.

C4.11.1.4.8. Insure proper time reporting is captured through Activity Based Costing (ABC).

C4.11.1.4.9. Feeder site chiefs will respond to the DEMIL center, DRMS-O or the DEMIL office to assist in resolving any discrepancies.

C4.11.1.5. DEMIL Center Responsibilities.

C4.11.1.5.1. Once a shipment is received, the DRMS DEMIL center will inventory all DEMIL-required items against the SLH report and validate the DTIDS and quantities. Once validated, the DEMIL center will input an xr1 transaction using the accounting code "I" in accordance with DRMS 4160.14, volume iv, chapter 3, paragraph g 6. The DEMIL center will weigh the scrap property requiring mutilation upon receipt and notify the feeder site of the weight received. The DEMIL center will process an XR2 transaction for the scrap property requiring mutilation using the accounting code "F".

C4.11.1.5.2. Any discrepancies in quantity will be immediately reported via e-mail to the feeder site with a copy to the affected FST chief and the chief of the DEMIL centers. The DRMS DEMIL center will input the xr1 with the quantity actually received. If there is a quantity/item variance, the DRMS DEMIL center will follow a two-person rule in certifying/verifying the count. Following the immediate e-mail notification, a corresponding DRMS Form 917 will be completed and faxed/e-mailed to the originating DRMO chief identifying the discrepancy with copies of any applicable documentation. Established SITREP procedures will also be followed.

C4.11.1.5.3. Any other discrepancies with items found by the DEMIL center (i.e., AEDA property with no inert certification or incomplete certification, classified property, radioactive property, etc) will require immediate notification via e-mail to the affected FST chief and the chief of the DEMIL centers. Established SITREP procedures will be followed.

C4.11.1.5.4. Insure DEMIL/mutilation certifications are completed and retained in the source document file.

C4.11.1.5.5. Input DEMIL accomplished and downgrade transactions into DAISY.

C4.11.1.5.6. File DEMIL certifications in appropriate 4-year files maintenance file except for small arms documents, which are kept indefinitely.

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C4.12. DEMIL Center - RCP Property

C4.12.1. General

C4.12.1.1. RCP DEMIL required property will be sent to DEMIL Center from the Depot with the DODAAC "SC4402"

C4.12.1.2. RCP is not a generator; therefore, if there is a need to locate the original generator, the DRMO RCP Liaison or DEMIL POC will furnish that information from DAISY ROSE or DEPOT system.

C4.12.1.3. RCP property will be received onto the DEMIL Center's inventory using Accounting Code F (to indicate a receipt from another DRMO) and Action Code A so that the items will not go through screening again.

C4.12.1.4. At time of receipt at the DEMIL Center, if there is a discrepancy (quantity shortage or gain, wrong material, etc.) DEMIL Center Receiver will initiate a Report of Discrepancy (ROD) SF364 and fax to DRMS Battle Creek (269-961-7287).

C4.12.1.5. Property will be placed in a "HOLDING AREA" at the DEMIL Center until a response to the ROD is received.

EXCEPTION: RODS submitted with quantity discrepancy may be input into DAISY, with Additional Data "DESC" field stating 'ROD submitted quantity short/over. Once DEPOT response is received back in Battle Creek and the DEMIL Spreadsheet updated, TOD will be forwarded to DEMIL Center for their records.

C4.12.1.6. If DEPOT responds to ROD as bookkeeping error a comment will be added to the RCP DAISY history record by HQ RCP Production personnel.

C4.12.1.7. HQ DRMS RCP Production personnel will maintain spreadsheet with status of property and will follow-up with DEPOT on ROD responses and close actions as appropriate.

C4.12.1.8. Problem resolution will be coordinated through the RCP Program manager and the DEMIL office.

C4.12.2. Completing the Report of Discrepancy

C4.12.2.1. Block 1 - Date prepared

C4.12.2.2. Block 2 - Report number - DTID Number

C4.12.2.3. Block 3 - Depot name and address

C4.12.2.4. Block 4 - Demil Center name and address

C4.12.2.5. Block 9 - NSN, unit of issue, quantity shipped, quantity received

C4.12.2.6. Block 10 - Discrepancy data information and discrepancy data code

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- C4.12.2.7. Block 11 - Action Code
- C4.12.2.8. Block 12 - Describe discrepancy
- C4.12.2.9. Block 14 - The Preparers Name, phone, fax, and signature
- C4.12.2.10. Block 15 - Defense Reutilization and Marketing Service

C4.13. DEMIL by the Generator, Host or Other Military Support Activity

C4.13.1. Memorandum of Understanding (MOU)

C4.13.1.1. When DEMIL is to be performed by the generator, host or other military activity, define the terms for performance in a Memorandum of Understanding (MOU) that both parties will sign.

C4.14. Abandonment

C4.14.1. Burial and Overseas Procedures

C4.14.1.1. *Burial.* Burial and deep water dumping are authorized DEMILITARIZATION alternatives. These methods of DEMIL must be authorized by the DOD DEMIL Program Management Office, through the DRMS-BCD and DRMS-O.

C4.14.1.2. *Overseas.* DRMOs are authorized to abandon MAP property requiring DEMIL to the possessing country when there is no market value. The possessing country must agree to accomplish the DEMIL, and apply Trade Security Controls required. Accomplish DEMIL certification, surveillance and any other necessary agreements/arrangements through MAP or the U.S. Embassy in the country possessing the property.

C4.15. Manhour Reporting

C4.15.1. Manhour Reporting in ABC System

C4.15.1.1. DEMIL/mutilation and associated functions are time consuming and usually performed as an "extra duty" outside of assigned duties. For this reason, it is imperative that all personnel involved in DEMIL/mutilation functions (e.g., actual performance, surveillance, meetings, etc.) accurately report their manhours to the Activity Based Costing (ABC) system.

C4.16. Small Arms Weapons and Related Parts, Components and Accessories

C4.16.1. Restrictions, Inspection, Certification, Storage and Disposal

C4.16.1.1. See DOD 4000.25-2-M, Chapter 12, DOD 4160.21-M-1, Chapters II and III and Appendix 4, Category 1; DOD 4160.21-M, Chapter IV, Paragraph B63; Section 1, Chapter 4, Security and Force Protection.

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NOTE: *The yearly Department of Defense Appropriations Act restricts, via an annual moratorium, the DEMIL and disposal of certain small arms. The Act states that no DOD funds may be used to DEMIL or dispose of M-1 carbines, M-1 Garand rifles, M-14 rifles, .22 caliber rifles, .30 caliber Rifles, or M1911 pistols. DRMOs will not accept or DEMIL these items until such time that official notification is received that the moratorium has been rescinded and the DRMS DEMIL Office has provided this notification. The closure of a FY will not automatically rescind the moratorium. For questions, contact the DRMS DEMIL Office.*

C4.16.1.2. A technically qualified/responsible person will inspect all complete small arms weapons and small arms barrel and receiver groups prior to turn-in to the DRMO. The certification will be signed and dated by the individual who inspected the property. The certificate will be entered on or appended to the DTID and reads as follows:

Figure 4 - Small Arms Inspection Certification Statement

"I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material."

C4.16.1.3. An important safeguard is for DRMO personnel to re-inspect complete small arm weapons and small arms barrel and receiver groups prior to initiating demilitarization actions at the DEMIL center. Similarly, for those items that will be demilitarized as a condition of sale, a prudent action is for the DRMO to mandate a similar re-inspection by the purchaser. In the event this property is issued through R/T/D, the DRMOs will re-inspect material only if it has not been secured in an approved weapons storage facility (for other than complete small arms weapons) or if it appears that the integrity of the secured container has been compromised. In this case, the DRMO representative who re-inspects the property will annotate and initial on the issue documentation that the inspection was performed. A copy of the issue documentation will be retained in the DRMO source document files.

C4.16.1.4. DRMO personnel who perform re-inspections must be familiar with the property. If assistance is needed, DRMOs are advised to contact, depending upon availability and sense of urgency, either the supporting explosive ordnance disposal (EOD) detachment, quality assurance specialist (ammunition surveillance) (QASAs), host small arms repair facility, or host safety office.

C4.16.1.5. Finally, if a re-inspection discloses the presence of live AEDA, further inspection actions will be ceased, the item will be isolated in secured storage, and AEDA discovery procedures will be initiated (immediately contact the supporting EOD unit and file an AEDA SITREP).

C4.16.1.6. Disposal of Serialized Weapons

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C4.16.1.6.1. Receipt Processing. See Section 1, Chapter 4, Security and Force Protection.

C4.16.1.6.2. Small Arms Serialization Program (SASP). All small arms in DOD control are registered and tracked through the SASP. Input DRMO demilitarized small arms/receivers (to include confiscated, privately owned (claim property) and non-appropriated fund weapons turned in for disposal) to the SASP (see DRMS SASP procedures).

C4.16.1.6.3. R/T/D/S. See DOD 4160.21-M and DOD 4160.21-M-1 for R/T/D/S guidance of small arms/small arms parts.

C4.16.1.6.4. Rock Island Arsenal. CONUS DRMOs are authorized to use Rock Island Arsenal (RIA) as a source of DEMIL. If after economic analysis RIA is the most cost effective method, see DOD 4160.21-M-1, Chapter II and Appendix 4, Category 1, for further guidance.

NOTE: DRMOs that intend to use RIA for smelting of small arms or parts are required to submit a forecast of tonnage to RIA. The forecast is done on a fiscal year basis and is due by September 15. Negative responses will not be submitted.

C4.16.1.6.5. Local Expanded DEMIL. The DRMS DEMIL office, DRMS OP/OPR, is authorized to approve local expanded DEMIL of small arms/parts at the DEMIL centers. Approval authority is by letter, and specifies each item by type and quantity/weight. If the DEMIL center has a need to DEMIL more than is authorized another request is required. Do not exceed the written authorized quantity.

C4.16.1.6.6. Approved Weapons Storage Facilities. DRMOs with approved weapons storage facilities can accept physical custody as well as accountability of small arms.

C4.16.1.6.7. Accomplishing DEMIL. DEMIL centers will accomplish DEMIL of small arms/receivers and associated DEMIL-required parts as follows:

C4.16.1.6.7.1 Receive only the quantity that can be demilitarized that day.

C4.16.1.6.7.2 Verify small arms/receivers by serial number. Verify parts by count. Verify any undemilitarized property returned to the weapons storage facility.

NOTE: *Do not leave undemilitarized or demilitarized but not certified small arms/receivers unattended at any time.*

C4.16.1.6.7.3 Prior to DEMIL inspect all ammunition chambers for live cartridges. If any live cartridges are found, follow AEDA SITREP procedures. If the bolt is present, put it in the forward position to assure proper DEMIL.

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C4.16.1.6.7.4 Remove all stocks, fore grips and non-metallic parts.

C4.16.1.6.8. Small Arms DEMIL Certification.

C4.16.1.6.8.1 Both the certifier and verifier **MUST** be present during demilitarization.

C4.16.1.6.8.2 The certifier will perform or supervise demilitarization.

C4.16.1.6.8.3 The verifier will re-verify serial numbers prior to DEMIL and witness accomplishment of demilitarization.

C4.16.1.6.8.4 Certification **MUST** be completed the same day that demilitarization is performed.

C4.16.1.6.8.5 Demilitarization certificates will be retained indefinitely in a permanent file. Demilitarization certificates for demilitarization of all small arms weapons/receivers, which require control under the DOD Small Arms Serialization Program (SASP), will be retained indefinitely in a permanent record file by the DOD activity responsible for the demilitarization of the small arms weapons and receivers.

C4.16.1.6.8.6 Signing a false certificate constitutes a felony, and may subject the individual to criminal prosecution.

C4.16.1.7. Disposal of Unserialized Weapons and Related Parts, Components, and Accessories.

C4.16.1.7.1. Unserialized weapons and related parts, components, and accessories must be stored in the pilferable/sensitive storage area.

C4.16.1.7.2. DEMIL Required. Disposal activities will send all DEMIL required items to the DEMIL centers for destruction. Disposal activities are not authorized to destroy DEMIL required unserialized weapons and related parts, components, and accessories. DEMIL centers will accomplish the DEMIL in accordance with assigned DEMIL Code.

C4.16.1.7.3. Non-DEMIL Required/Mutilation Required. Disposal activities will send all mutilation required items to the DEMIL centers for destruction. Disposal activities are not authorized to destroy mutilation required unserialized weapons and related parts, components, and accessories. DEMIL centers will accomplish the mutilation.

C4.17. Small Arms Serialization Program Procedures (SASP)

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C4.17.1. General.

C4.17.1.1. The Small Arms Serialization Program (SASP) is a DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition.

C4.17.2. Objectives.

C4.17.2.1. The SASP maintains serial number visibility for small arms the entire time the weapons are on accountable records of a DLA activity, in transit from a DLA activity, or in the custody of an individual DLA military member or civilian employee.

C4.17.2.1.1. SASP provides an interface between DLA and the DOD components.

C4.17.2.1.2. It also provides annual reconciliation procedures.

C4.17.2.1.3. Interface the small arms serial number reporting between DLA and DOD components.

NOTE: Due to the Moratorium on Small Arms, the DRMO is directed not to accept turn-ins of M-1 Carbines, M-1 Garand rifles, M-14 rifles, .22 caliber rifles, .30 caliber rifles or M-1911 pistols. Refer C4.16.1 NOTE for more guidance.

C4.17.3. Responsibilities.

C4.17.3.1. DRMS-B serves as the DLA program manager for the DLA Central Registry. The DLA Central Registry will:

C4.17.3.1.1. Maintain the DLA SASP automated program. All small arms under the control of a DLA activity will be registered in SASP, and reported to the DOD Component Registry.

C4.17.3.1.2. Assign small arms with missing, obliterated, mutilated or illegible serial numbers a serial number for registry purposes. Registration will not be done for any small arms that have been properly DEMILED before receipt or for those weapons in Military Assistance Program (MAP) accounts.

C4.17.3.1.3. Provide data available upon receipt of an inquiry from a law enforcement agency within 72 hours and initiate action, as deemed appropriate.

C4.17.3.1.4. Prepare the annual weapons reconciliation and provide DRMOs Anniston and Crane and other DLA activities listing small arms in their inventory, with a listing of serial numbers. Each activity matches the listing against its active/inactive file and annotates the listing to reflect current status of all their files.

C4.17.3.1.5. Report weapons lost, damaged or destroyed in accordance with DOD 7000.14-R volume 12, chapter 7.

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C4.17.3.1.6. Provide DLA representation to the Joint Small Arms Coordinating Committee (JSACC) to participate in the resolution of problems.

C4.17.3.1.7. Process actions to update the DOD Central Registry.

C4.17.3.1.8. Maintain the following files:

C4.17.3.1.8.1 Master Inventory File (MIF) which includes all pertinent data taken from the transactions that reflect each small arm in either active, intransit, or inactive status.

C4.17.3.1.8.2 A Transaction History File (THF) to provide an audit trail for all transactions relating to the DLA Central Registry.

C4.17.3.1.8.3 The Active Master Inventory File (AMIF), plus disposition data in the Inactive Master Inventory File that resulted from transfers outside DOD control or DEMIL action, constitute the DLA portion of the DOD Central Registry. This data is batched and forwarded automatically through a SASP transaction to the DOD Central Registry.

C4.17.3.2. Defense Reutilization and Marketing Offices (DRMOs) Crane and Anniston will:

C4.17.3.2.1. Input receipts of small arms into DLA SASP. See Section 1, Chapter 4, Security and Force Protection for Receipt and Storage Regulations. Update SASP with required entries for DEMIL, issue, shipment to other activities, etc.

C4.17.3.2.2. Maintain accountability of weapons on the DRMO inventory.

C4.17.3.2.3. Perform DEMIL of small arms as deemed necessary. Section 2, Chapter 4, DEMIL Program for DEMIL procedures.

C4.17.3.2.4. Perform annual reconciliation of their weapons inventory.

C4.17.3.2.5. Notify the DLA Central Registry (DRMS-B) of any weapons with missing, obliterated, mutilated or illegible serial numbers. Report these by letter to DRMS-BCD.. Explain the illegibility or nonexistence of the serial number and furnish a complete description of each small arm (make, model, size, and manufacturer, etc.) DRMS requests assignment of a serial number from the DOD Central Registry and provides registry instructions to the activity. Use of "1005-00-LSN or LOT" instead of a stock number is not acceptable. Upon furnishing DRMS-C with a complete description of the small arm (make, model, size, manufacturer, method of firing, etc.) a stock number is furnished.

C4.17.3.2.6. Report re-identification actions that affect a stock number and/or serial number.

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C4.17.3.2.7. Install quality control checks in each phase of the small arms recording process. Accuracy in the recording of serial numbers for small arms is essential. DRMOs will notify DRMS-B of any corrections that need to be completed.

C4.17.3.2.8. Ensure that the quantities of small arms in each separate accounting system are reconciled at all times. Currently, the DLA Central Registry (SASP) and the DRMS Property Accounting System (DAISY) operate as two separate systems that do not interface, and input must be done into both systems.

C4.17.3.3. Other DLA Activities with small arms on their inventory will:

C4.17.3.3.1. Perform annual reconciliation of their weapons inventory. Activities will match the serial number listing against its active/inactive file and annotate the listing to reflect current status of all its files.

C4.17.3.3.2. Notify the DLA Central Registry of any weapons being added to their inventory, either through the procurement process or an inter-agency shipment. Activities will also provide the DLA Central Registry with procurement documentation, shipment documentation, serial numbers, make and model of weapon, and also the nomenclature to ensure that the small arms are being recorded correctly.

C4.17.3.3.3. Turn in all obsolete weapons in their inventory to DRMOs Crane or Anniston for reutilization or demilitarization and notify the DLA Central Registry.

C4.17.3.3.4. DRMS-C will provide the required automatic data processing systems support and systems management to maintain the DLA SASP. DRMS-B will provide DRMS-C with requested systems changes, updates, etc.

C4.17.3.3.5. The DLA Systems Integration Office (DSIO) will provide the required automatic data processing systems support to update and maintain the DLA SASP as requested by DRMS-C.

C4.17.4. Definitions

C4.17.4.1. *DLA Central Registry.* An automated repository of small arms serial number data down to the lowest accountable DLA field activity. It is maintained by the Defense Reutilization and Marketing Service (DRMS) at Battle Creek, MI.

C4.17.4.2. *DOD Central Registry.* An automated repository of small arms serial number data down to Military Service and DLA level, maintained by the U.S. Army Materiel Command at Redstone Arsenal, AL. Serial number records are compiled and updated from data furnished by the DLA Central Registry and other DOD Component Registries.

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C4.17.4.3. *Small Arms*. The term "small arms" includes all complete weapons and receiver housing assemblies in the following categories: hand guns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106 mm; mortars up to and including 81 mm; rocket launchers, man portable; grenade launchers, rifle and shoulder-fired; and individual operated weapons that are portable and/or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft. Registration is not required for parts such as barrels, bolts, etc. Military Assistance Program (MAP) weapons are not included under the SASP.

C4.17.4.4. *Small Arms Serialization Program (SASP)*. The automated system used by the DLA Central Registry for the maintenance, recording, and tracking of small arms through DLA.

C4.17.5. Records Maintenance

C4.17.5.1. General. DLA activities having small arms on their accountable records will maintain a small arms control file containing an individual record (or listing) for each small arm that is, or has been, under their accountability. For maintenance of this file see Small Arms Serialization Program, C4.17, this instruction.

C4.17.5.2. Small Arms Control File (maintained in SASP)

C4.17.5.2.1. Active File. Maintains all documents pertaining to weapons that are appearing on an activity's Small Arms Inventory in the current files area. This applies to those weapons that are appearing as both "on hand" and a "shipment loss." In the case of an outgoing shipment, hold records in the current files area until receipt has been verified by the gaining DODAAC and the weapon serial number no longer appears on the DRMS Small Arms Inventory Listing.

C4.17.5.2.2. Inactive File. Upon disposition of small arms, prepare a new transaction reflecting disposition action and file in inactive file in serial number sequence. The transaction will remain in the inactive file until the transaction no longer appears on the Small Arms Inventory Listing, after which it should be disposed of according to see Small Arms Serialization Program, C4.17., this instruction.

C4.17.6. Systems

C4.17.6.1. Input. Shipment, receipt, demilitarization, reutilization and loss/gain of small arms within DLA are input into SASP by the DLA Central Registry at HQ DRMS or DRMOs Crane and Anniston. The DLA Central Registry performs input for all other DLA activities with small arms on their inventory.

C4.17.6.2. Reports. Automated reports pertaining to small arms are accessed through Corporate DAISY. Hard copy reports are not generated.

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C4.17.6.3. Interrogation of small arms assets in the DLA Central Registry is available by each of the following methods: turn-in-document number, requisition number, serial number, DODAAC, NSN, transaction history file and box number.

C4.17.6.4. SASP accounting is based on input transactions containing coded data that affect the master record. The codes represent items of information in a concise form.

C4.17.6.5. If errors are made, the system rejects certain types of erroneous information and prepares a reject/advice listing for the reject(s). See Section 4, Supplement 2, DEMIL Program, Enclosure 2.

C4.17.6.6. Classification. According to general classification guidelines furnished by the DOD program manager, the reporting of small arms data is considered classified only during the record reconciliation phase between the DOD and Military Service/Agency registries. Therefore, all small arms transaction reporting and record reconciliation within DLA and between DLA and DOD central agencies will be unclassified.

C4.17.6.7. Serial Number Transaction Reporting

C4.17.6.7.1. Process individual small arms serial number transactions and report to DRMS according to the following procedures:

C4.17.6.7.1.1 Transactions are reported to the DLA Central Registry in the format applicable to the particular transaction code involved. See Section 4, Supplement 2, DEMIL Program, Enclosure 1 for transaction codes.

C4.17.6.7.1.2 DRMS conducts follow-up actions on overage shipments from DRMS activities and responds to inquiries from other DOD Component Registries concerning overage shipments to DRMS activities.

C4.18. **Mutilation**

C4.18.1. Definition

C4.18.1.1. Mutilation is defined as the act of making material unfit for its originally-intended purpose by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc. Safety issues generally drive the mutilation requirements with a corresponding Safety Alert/Latent Defect Code frequently associated with this mutilation. Additionally, property may be mutilated at the request of the military service based on the military uniqueness or the need to prevent the property from entering the commercial market. The demilitarization code does not drive the required mutilation, even though the "act" is an industrial breakdown of the property. Accordingly, the DOD 4160.21-M-1 does not address mutilation.

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C4.18.2. Process Requirements.

C4.18.2.1. Usable property assigned critical FSGs/FSCs (see Section 2, Chapter 1, Logistics Program, Figure 2) when eligible to be downgraded to scrap requires mutilation and will be assigned SCL MUT and mutilated. Mutilation is not required for critical FSCs/FSGs assigned DEMIL Code "A" when verified at time of downgrade. DEMIL "A" property will be physically segregated from scrap accumulations assigned other DEMIL codes and be built as a DEMIL "A" only scrap pile.

C4.18.2.2. To prevent an inadvertent and unauthorized release of critical FSGs/FSCs that become DEMIL-required after the time of receipt of scrap or downgrade action, mutilation of this property is required.

C4.18.2.3. Ensure mutilation of safety alert and latent defect (SALD) items to prevent reuse for their originally intended purposes. The appropriate performance method(s) and certification and verification requirements will be used.

C4.18.2.4. Circuit cards containing precious metals with critical FSCs that have DEMIL Codes "B" or "Q" will not be mutilated prior to downgrade to P8E. They will be handled separately from non-critical FSCs (for retaining identity). The precious metals recovery will complete the mutilation requirements.

C4.18.3. Certifier/Verifier

C4.18.3.1. Training and United States citizenship requirements for certifiers and verifiers are the same as those used for DEMIL-required property (see C4.5.1. this instruction).

C4.18.4. Mutilation Certificate

C4.18.4.1. For mutilated property, the following statement will be written/typed on or attached to the DTID and filed with the source document, unless exempt for DEMAN processing:

Figure 5 -Mutilation Certificate Statement

| | | | |
|--|-------|----------|-------|
| <i>"I certify mutilation was accomplished in accordance with direction in DRMS-I 4160.14."</i> | | | |
| _____ | _____ | _____ | _____ |
| CERTIFIER | DATE | VERIFIER | DATE |

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C4.18.5. Performance

C4.18.5.1. Mutilation may be performed at a DEMIL Center, under a demanufacturing contract or as a condition of sale. When mutilation is performed it must be certified, verified and dated the same day as performance, following the requirements for DEMIL-required property (see C4.10 & C4.11. this instruction).

C4.18.6. Demanufacturing

C4.18.6.1. Property that is eligible for demanufacturing (DEMAN), and sent to a DEMAN contractor, is exempt from the required techniques and certifications. These items are to be processed according to the procedures for the DEMAN contract. The DEMAN process will accomplish the required mutilation.

C4.18.7. Sales

C4.18.7.1. If a decision is made to use mutilation as a condition of sale and depending on the specific property, the sales terms and conditions must be incorporated into the Invitation for Bids.

C4.18.7.2. In addition to the appropriate clauses, the Sale by Reference Pamphlet Part 6 clauses are required, including but not limited to the Method and Degree of Mutilation and the Mutilation Plan.

C4.18.7.3. The following prohibition will be included in sales contracts as a General Information and Instruction:

Figure 6 - Prohibition Statement for Sales Contracts - Use of Tools for Mutilation

"The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize mutilation is forbidden."

C4.18.8. Filing Requirements

C4.18.8.1. The mutilation certificate will be document imaged.

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